**PLEASE ENSURE THAT ALL FILES ARE RETURNED AND PUT IN THE CORRECT ORDER IN THE FILING CABINET**

1. Architect 27. Copy Invoices 63. Transport
2. Structural Engineer 28. Final Accounts 64. Press Reports
3. Electrical Engineer 29. Tender Programme 65. Systems
4. Mechanical Engineer 30. Baseline Programme
5. Quantity Surveyor 31. Upgraded Programmes
6. Local Authority 32. Information Required
7. Client 33. Long Lead Schedules
8. Project Manager 34. Resource Histograms / Progress Reports
9. Drawing Schedules 35. Surveying
10. Site Instructions 36. Quality Sheets
11. Variations 37. Query Sheets
12. Minutes: 38. Snag Lists
    1. Architects 39. Photographs
    2. Engineer 40. CCVR (Cost Report)
    3. Project Manager 41. Drawing Schedules
    4. Sub-contractors 42.
    5. Safety 43. Variations
    6. Quality 44. Quotations
    7. Progress 45. Preliminary & General (P&G Split)
    8. Labour Costs 46. Supervision Training
    9. Staff 47. Time Sheets / Labour

13. Sub-contractors correspondence 48. Trade Unions

1. Plant Hire 49. Internal Memos
2. Job Cards 50. Requisitions
3. Plant 51. Formwork
4. Transfers 52. Contract Documents (Practical Completion)
5. Administration 53. Concrete Batch Plant
6. Suppliers 54. Duties, etc.
7. Tender Info. 55. Accounts
8. Copies of Bills 56. Staff
9. Dayworks 57. Accommodation
10. Payment (sub-contractors) 58. Work Permits
11. Certificates 59. Medical
12. Reconciliations 60. Cell Phones
13. Orders 61. GCL
14. Copy invoices 62.